



CITY OF HOUSTON

Job Posting

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Applications accepted from:	ALL PERSONS INTERESTED
Job Classification	LIBRARY ASSISTANT
Posting Number	PN# 113277
Department	Library Department
Division	East District*
Section	Various*
Reporting Location	Various*
Workdays & Hours	Rotating Schedule*

*Subject to change

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

The Houston Public Library seeks an individual with strong customer service skills to provide general information to the public in person and by telephone regarding material availability, renewal information and fines. Performs general clerical functions including typing/filing forms, letters and reports. Shelves/retrieves library materials. Answers telephone and direct calls as appropriate. Assists in processing new library materials including books, CD's and audio-visual materials. Mends library materials. Works with the public in charging/discharging library materials. Performs other duties essential to efficient library operation. May be assigned some or all of the duties above. Requires evening and weekend (Saturday and Sunday) shift work.

WORKING CONDITIONS

Must be able to communicate effectively orally and in writing. Position requires stooping, bending, standing and lifting library materials up to 20 pounds. Must be able to push loaded book trucks up to 100 pounds. Must have good motor coordination; ability to move freely throughout the library to file/shelve/retrieve materials. Requires visual acuity to read titles and call numbers (alphanumeric) of books and other library materials. Must be able to use a computer to access/input information.

MINIMUM EDUCATIONAL REQUIREMENTS

Ability to read, write, add, subtract and follow written and oral instructions as might be acquired through nine (9) to eleven (11) years of formal schooling.

MINIMUM EXPERIENCE REQUIREMENTS

None

MINIMUM LICENSE REQUIREMENTS

None

PREFERENCES

Must be able to communicate and interact effectively in a diverse work environment. Current computer skills including Microsoft windows and Microsoft Office (Word, Excel, Access) strongly preferred. Customer/Public service experience strongly preferred. Valid Texas Driver's License and compliance with the City of Houston policy on driving (AP 2-2).

SELECTION/SKILLS TESTS REQUIRED

None

SAFETY IMPACT POSITION ☐ Yes ☒ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

<u>Salary Range - Pay Grade 05</u>		
\$591 - \$776	Biweekly	\$15,366 - \$20,176 Annually

OPENING DATE September 20, 2006

CLOSING DATE September 26, 2006

APPLICATION PROCEDURES

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (832) 393-1667. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

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